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**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE**

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915 CAPITOL MALL, ROOM 485  
SACRAMENTO, CA 95814  
TELEPHONE: (916) 654-6340  
FAX: (916) 654-6033



William Pavao  
Executive Director

**MEMBERS:**

Bill Lockyer, Chair  
State Treasurer

Ana J. Matosantos, Director  
Department of Finance

John Chiang,  
State Controller

## JOB OPPORTUNITY BULLETIN

**Class:** Associate Governmental Program Analyst/ or  
Staff Services Analyst  
**Tenure:** Permanent  
**Time Base:** Full-Time  
**Salary:** \$2817 - \$4446 SSA  
\$4400 - \$5348 AGPA

### “Recruiting at both levels”

Under the general direction of the Deputy Director and Program Manager, this position performs detailed reviews of compliance issues affecting all multifamily rental housing projects throughout California that are funded with the Low Income Housing Tax Credit (Internal Revenue Code Section 42) and other related analytical duties. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

### **ESSENTIAL FUNCTIONS**

- Determine compliance of tax credit projects with federal occupancy requirements and initiate corrective action as necessary. Conduct on-site file inspections and review reports from project owners detailing the status of households occupying tax credit units. Review with project owners and managers by phone, written correspondence or conference, issues of noncompliance. Track progress of owner attempts to rectify noncompliance.
- Discuss with various interested parties (managers, owners, other government agencies, appraisers, developers, nonprofit organizations etc.) by phone, written correspondence or conference, the policies of the Committee and the regulations of Section 42 as they relate to occupancy requirements.
- Monitor changes in state and federal regulations affecting compliance requirements of the Low-Income Housing Tax Credit program; make recommendations to management regarding modifications to TCACs policies and procedures to ensure agency compliance with program requirements; perform periodic reviews of TCACs compliance forms to update for current state and federal requirements.
- One of the lead analysts for maintaining and modifying a training program for owners and managers and of tax credit projects and new employees of TCAC regarding compliance with occupancy requirements of IRC Section 42 and proper reporting to TCAC of IRS required information; lead analyst for overseeing the Annual Owner Certification process for owners of tax credit properties.
- Conduct various research projects independently or as directed, develop reports as needed and perform other duties necessary to the overall support of the Tax Credit Allocation Committee. Assist with the processing of public and statistical information requests; performs other related duties

## **DESIRABLE QUALIFICATIONS:**

- Ability to work cooperatively with others.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).
- Excellent interpersonal and communication skills.
- Good work habits and dependability.
- Ability to handle multiple projects.

## **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

## **WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as an Associate Governmental Program Analyst/ or Staff Services Analyst, or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) please provide proof of eligibility required for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "342-5393-018" next to the classification on your application/resume, i.e., Associate Governmental Program Analyst/or Staff Services Analyst, CTCAC (342-5393-018).**

## **FINAL FILING DATE:**

Applications will be accepted **until filled**. Applicants will be screened and the most qualified will be interviewed.

## **SUBMIT APPLICATIONS TO:**

Michelle Bell  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

## **IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. The TCAC complies with the American with Disabilities Act (ADA). If you need additional information or assistance, please contact CTCAC at (916) 654-6340 or TDD (916) 654-9922.